



Sokaogon Chippewa Community

3051 Sand Lake Road, Crandon, WI 54520
Phone: (715) 478-7500 * Fax: (715) 478-5275



www.sokaogonchippewa.com

Position: Tribal Labor Advisory Committee (TLAC) Coordinator
Salary: Commensurate with Education/Experience
Hours: Full-time – 40 hours/week

Job Summary: *The primary responsibility of this position is to coordinate and handle communications according to the scope of the DOT contract. The Tribal Labor Advisory Committee is focused on building capacity amongst all stakeholders to enhance and expand Native American labor opportunities on Wisconsin Department of Transportation projects.*

Duties/Responsibilities:

- Complete and submit quarterly and annual reports in a timely manner.
- Coordinate TLAC meetings quarterly, database team meetings, Labor peer exchange and Native American labor exchange.
- Assist with the delivery and development of the Cultural Awareness Training for construction industry and agencies.
- Recruit, coordinate, develop and host TrANS trainings.
- Provide direct assistance to TrANS graduates interested in advancing to post-training programs.
- Establish and maintain a Statewide Native American Labor website.
- Providing training on utilization of the statewide labor database systems/ Labor Market Information System and link tribal labor programs to job central.
- Manage the budget to ensure all deliverables can be achieved.
- Complete all other duties as assigned.

Qualifications:

- Associates degree in Business Management preferred, or a minimum of two to five years' experience in program coordination/business transportation.
- High School diploma or equivalent is required.
- Willing to attend and travel for training.
- Must have a valid driver's license.

Pre-employment/random drug tests and a background check will be required for this position.
Native American preference is granted according to PL 93-638

Submit completed applications and resumes to:
Kimberlee A. Soldier, Interim HR Director
3051 Sand Lake Road
Crandon WI 54520
(715) 478-7663

Posting Date: 11/07/2022

Ga-na-waji Ga-wi-nug Way-ji-mooki-ji-wung Yi-ewe-meing-gun-a-sepii



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Email: hr@scc-nsn.gov

Closing Date: Until filled

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